

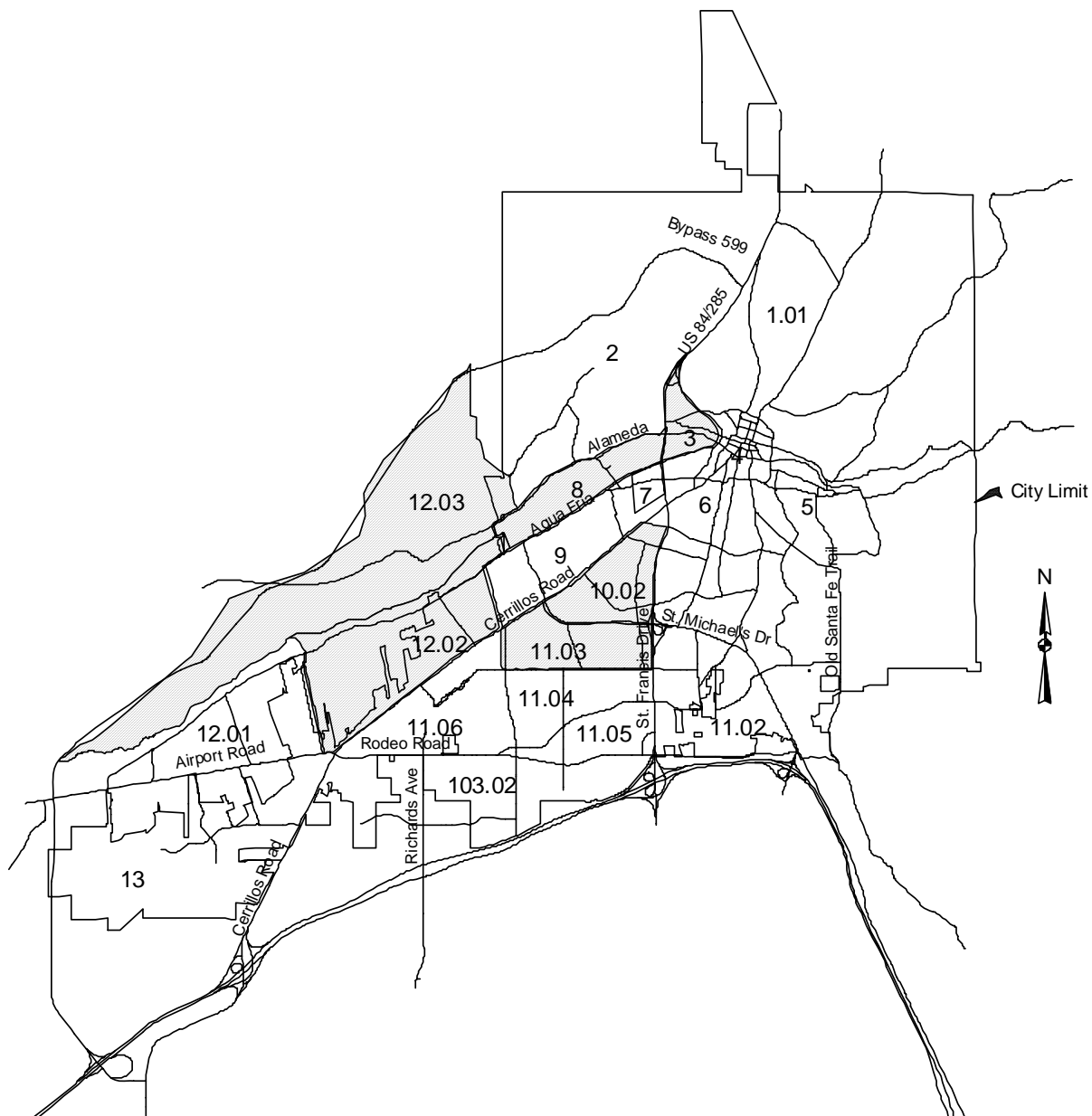
PURPOSE OF PLAN

The *Consolidated Plan* is a five-year blueprint for the City of Santa Fe's housing and community development activities. A *Consolidated Plan* ensures that the policies and programs supported by the City of Santa Fe relate to the U.S. Department of Housing and Urban Development's statutory goals of providing decent housing, providing a suitable living environment, and expanding economic opportunity. Santa Fe's *Consolidated Plan* documents how the City will continue to meet community development needs, improve accountability and maximize existing resources.

The goals, policies and activities outlined in this document will expand the City of Santa Fe's Community Development Division's ongoing commitment to address the preceding issues. Developing financial and management structures that will promote the availability of housing, coordinating interdepartmental efforts involving community development issues, and expanding public and private partnerships to provide housing and economic development benefits are some of the City's ongoing and proposed activities outlined in this Plan.

GEOGRAPHIC DISTRIBUTION OF ACTIVITIES

All activities will be implemented on a citywide basis. Although traditionally a fairly well integrated city, racially and economically, Santa Fe is starting to reflect trends of segregation. Staff considers it important to continue to support housing and other community development activities in all areas of the city. The areas of higher poverty concentrations are found primarily in census tract 3, 8, 10.02, 11.02, 12.02, and 12.03



MANAGING THE PROCESS

I. LEAD AGENCY

The City of Santa Fe's Community Development Division is the lead agency for preparing the *Consolidated Plan*, conducting a citizen participation process, and monitoring the Plan's implementation. City staff serves as a liaison between private developers of housing, commercial, business or industrial real estate and the City's development review team. Staff also works on every level of review within the development approval process and on behalf of projects that promote the City's goals of affordable housing and diverse economic development.

Other municipal entities that are involved with the implementation of funding decisions are the Public Works, CIP and Land Use Committee, Finance Committee, Planning Commission, Community Development Commission, Mayor's Committee on Concerns of Persons with Disabilities, and the Economic Development Review Committee. Ensuring effective interdepartmental communication with the City's Planning Division is also a priority for staff in the Community Development Division. The planning area addressed by this document is defined by the city's limits. Due to the regional nature of many housing and community development issues, the City will continue to collaborate with the County when appropriate.

II. INSTITUTIONAL STRUCTURE

The City's success in carrying out its housing and community development initiatives is due in large part to its philosophy of building the capacity of its non-profit partners, rather than increasing the size of the City's bureaucracy. Through capacity building, technical assistance, and developing and implementing regulatory mechanisms, the City of Santa Fe has built a network of strong cooperation and assistance among various non-profit agencies. By assuming the role of advocate and coordinator, the City's Community Development Division continues to act as a catalyst for community-

wide housing and community development efforts for lower income citizens. The City will carry out the initiatives outlined in this Plan by working in close collaboration with several non-profit organizations, public entities, and private corporations.

A) Housing

Many coordination efforts between public and private housing providers and service delivery agencies are done through Santa Fe's Affordable Housing Roundtable.

Created by the City of Santa Fe's Community Development Division, the Enterprise Foundation and several other non-profit entities, the Roundtable was awarded the *1996 Innovations in American Government* award. The City continues to invest time and resources into ensuring that the Roundtable is a viable organizational structure for carrying out its housing and community development objectives and strategic planning. In fact, the City and members of the Roundtable are able to leverage money from various public and private sources very successfully to support a wide variety of innovative and productive affordable housing efforts in Santa Fe.

Roundtable members meet every two months and collaborate effectively on many ongoing housing projects. Members of the Roundtable include:

- City of Santa Fe
- The Enterprise Foundation
- Esperanza
- Santa Fe Habitat for Humanity
- Life Link/La Luz
- Neighborhood Housing Services of Santa Fe
- Open Hands
- St. Elizabeth Shelter
- Santa Fe Civic & County Housing Authorities
- Santa Fe Community Housing Trust
- Sustainable Communities, Inc.
- Tierra Contenta Corporation

- ◆ **The Enterprise Foundation:** Based in Columbia, MD, the Enterprise Foundation has been involved in Santa Fe since the early 1990's and is a founding member of the Roundtable. Enterprise provides technical assistance and low interest loans to housing development agencies in Santa Fe and is responsible for providing assistance with administrative, policy and fundraising activities for the Affordable Housing Trust Fund and the Affordable Housing Roundtable. Also, Enterprise assists City staff with updates of the Annual Plan and other administrative requirements for the Five Year *Consolidated Plan*.

- ◆ **Esperanza:** This organization offers shelter and treatment facility for victims of domestic violence and those suffering from physical or sexual abuse and provides services throughout northern New Mexico.
- ◆ **Santa Fe Habitat for Humanity:** Founded in 1987, the organization serves Santa Fe residents at approximately 50% of the area median who seek home ownership opportunities. Habitat offers interest free mortgages and homes that are built with volunteer labor and donated materials, including a “sweat equity” contribution of the future owner.
- ◆ **Life Link/La Luz:** La Luz has been assisting homeless families and individuals and the mentally ill in Santa Fe since 1987. The organization offers transitional and permanent supportive housing for the mentally ill and others in danger of becoming homeless. Other services include: food assistance, rent and utility assistance, case management, substance abuse counseling, family counseling, supportive employment and advocacy.
- ◆ **Neighborhood Housing Services of Santa Fe (NHS):** NHS provides services directly to residents of four northern counties: Santa Fe, Taos, Rio Arriba and San Miguel. Since 1992, NHS has helped a total of 836 families purchase homes of their own, and has counseled more than 3,000 households. In the home repair and improvement program, NHS loans and services have assisted a total of 433 families. The “Land-to-Home Program” helps three Santa Fe families per year build homes on land they already own. A new education program for homeowners, “The Hands-On Home Repair” workshop series serves more than 250 households per year. Since 1992, 2445 individuals have attended the Homebuyer Education workshop and 236 individuals have attended the Financial Fitness for Life workshops. NHS has been certified by the Department of Treasury as a Community Development Financial Institution (CDFI) and is affiliated with the Neighborhood Reinvestment Corporation.
- ◆ **Open Hands:** Focusing on the elderly and low income New Mexicans, Open Hands provides the following: a medical equipment loan program, community outreach services, home safety assessments, adult day care, and many other services.
- ◆ **St Elizabeth Shelter (St. E’s):** St. E’s provides comprehensive shelter services for homeless families and individuals and also offers transitional services including rent assistance, substance abuse counseling, therapeutic counseling, case management services, and transitional housing.
- ◆ **Santa Fe Civic Housing Authority (SFCHA):** The SFCHA incorporated as a non-profit in 1989 in order to provide increased housing services for low-income residents and contains an inventory of 461 units. The Board and Commission of the SFCHA are appointed by the Mayor and approved by the City Council. Staff from the SFCHA informs the Community Development Division regarding proposed capital improvements and development, demolition or disposition of public housing units, and other housing services. Staff from the City reviews such activities on an

advisory basis and ongoing efforts are made to coordinate services provided by the two entities. To expand development and funding opportunities, the SFCHA created Casas de Buena Ventura as a non-profit, development arm of the housing authority. CBV is also responsible for ongoing management of development projects. Recently, the City contributed CDBG funding towards a 32-unit Section 202 project in the La Cienegueta subdivision that was developed by Casas de Buena Ventura. The project's success provided a template for future collaborative efforts between the City and the SFCHA.

- ◆ **Santa Fe County Housing Authority:** Serving the low and very low income population residing in the urban area, the County's Housing Authority provides Section 8 vouchers and operates over 225 public housing units. The Family Self Sufficiency Program helps residents attain economic self sufficiency and offers other supportive services such as child care for enrollees.
- ◆ **Santa Fe Community Housing Trust (SFCHT):** SFCHT offers homebuyer training classes, zero-interest, non-amortizing, due on sale second mortgages, reverse mortgages for the elderly and seriously ill, and amortizing first mortgages that are sold at par after "seasoning." The SFCHT has developed over 210 units and is also a land trust, with 71 lots held under a long-term lease. Additionally, the organization has assisted 50 clients to build homes on their own land and is the affordable housing liaison to Fannie Mae and the building industry for green building. The Housing Trust also manages seven leases for city-owned land and provides income verification for the City's Housing Opportunity Program. SFCHT acts as the fiduciary agent for administering the Santa Fe Affordable Housing Trust Fund and is a certified Community Development Financial Institution (CDFI).
- ◆ **Sustainable Communities, Inc.:** The organization is involved with affordable housing development, educational programs, and sustainable development consulting.
- ◆ **Tierra Contenta Corporation (TCC):** In charge of overseeing the development of the Tierra Contenta Planned Community, TCC provides ready-to-build land for single-family, multi-family, small business development and community services. Forty percent of the development's completed units will be affordable to residents at or less than 80% of the area median income and features innovative open space and traditional village designs.

B) Economic Development

The *Economic Development Alliance* was formed with the intent of improving communication and coordinating services and programs between different economic development organizations in the region. Staff from the Community Development

Division of the City of Santa Fe attends the Economic Development Alliance meetings, held every two months. Participants include:

- North Central New Mexico Economic Development District
 - Santa Fe Economic Development, Inc.
 - Santa Fe Business Incubator
 - Small Business Development Center at Santa Fe Community College
 - Tri-Area Association for Economic Development
- ◆ **North Central New Mexico Economic Development District (NCNMEDD):** administers the Santa Fe Direct Revolving Loan Fund, one of the financing programs funded by the City's CDBG allocation. NCNMEDD is the local representative for the Economic Development Administration (EDA) and in that capacity has assisted the City and area economic development groups in developing funding applications to the EDA. The organization works closely with the Santa Fe Business Development Center on this program. NCNMEDD also administers other revolving loan funds in the seven northern counties on behalf of the EDA and the Regional Development Corporation (RDC) and administers funds from the Area Agency on Aging.
- ◆ **Santa Fe Economic Development, Inc. (SFEDI):** has been Santa Fe's lead agency in business recruitment and managed the Valdes Industrial Park until 2000. SFEDI's current Strategic Plan has redirected their efforts towards retention and expansion efforts for targeted industry clusters. SFEDI provides inquiry response services and hosts visiting companies interested in locating in Santa Fe. The organization focuses its retention and expansion efforts in the bio-technology and publishing sectors.
- ◆ **Santa Fe Business Incubator (SFBI):** has developed an award-winning incubator program located in its 30,000 square foot facility on Airport Road in southwestern Santa Fe. In addition to offering a series of workshops and business advising for its clients, the Incubator has developed programs specifically targeted at low- and moderate-income business owners. The *Business Opportunity Program* (BOP), funded by CDBG, provides technical assistance and rent support to businesses served by the Incubator. Awarded the John J. Gunther Award for Best Practices in Economic Development from HUD in 1999, the Incubator also shared the prestigious National Business Incubation Association's *Incubator Client of the Year for Service Companies* award in 1999.
- ◆ **Small Business Development Center at Santa Fe Community College (SBDC):** is part of a state-wide network of Centers affiliated with the Small Business Administration. The SBDC provides technical assistance to companies in everything from writing business plans and e-commerce to loan packaging and financial analysis. Assistance is provided on a one-on-one basis and through classroom offerings at the Santa Fe Community College, where the organization is located.

- ◆ **Tri-Area Association for Economic Development (TRADE):** develops economic opportunities on a regional level, and is active in Los Alamos and Rio Arriba counties, the city and county of Santa Fe, Española, and the Native American pueblos in the region. TRADE's focus is on improving communication and cooperation among the various regional economic development organizations, government entities and industry clusters and hosts an annual Telecommunications Summit. Other activities include: developing a regional industrial park directory and marketing plan, supporting the start up of various trade groups, providing assistance with marketing programs to numerous individuals, firms, industry groups and regional associations.

Staff from the Community Development Division meet on a regular basis with staff from Santa Fe County and several state offices, including: the Economic Development Department, the State Land Office, the Department of Finance and Administration, the Department of Labor and the Department of Human Services. Other collaborative efforts include other economic development providers: ACCION, Economic Development Administration, New Mexico Community Development Loan Fund, New Mexico Economic Development Department, Regional Development Corporation, SCORE, Small Business Administration, and WESSTCorp.

C) Non-Housing Service Providers

1. The Children and Youth Commission

The City allocates an amount of the General Fund equal to a minimum of 3% of its share of state gross receipts tax annually to the Children and Youth Fund. The Children and Youth Commission, also appointed by the Mayor, is a seven-member body that makes funding recommendations for programs that serve children and youth. In its thirteenth year, the Commission determines priorities for program development, advocates in the community on behalf of children and youth, conducts regular needs assessments, and plans short and long term initiatives for children and youth in the community. In 1999, the *Children and Youth Strategic Plan* was approved unanimously by the City Council.

2. The Community Development Commission

The Community Development Commission (CDC) chaired by Mayor Larry Delgado, meets monthly to make recommendations on matters related to affordable housing and economic development. Specifically, the Commission is responsible for allocating the City of Santa Fe's Community Development Block Grant (CDBG). Additionally, the CDC reviews all activities initiated by the City's Community Development Division to ensure that they are consistent with the *Consolidated Plan*. Any funded activities must support the provision of decent housing and a suitable living environment and the expansion of economic opportunity principally for people of low and moderate income.

The Commission receives and reviews applications and makes recommendations to the City Council. The CDC allocates CDBG funds with an underlying strategy of creating new activities, capacities and momentum that will carry forward to future years and remedy a significant portion of Santa Fe's affordable housing and economic development problems. All meetings of the Community Development Commission are open to the public. Current members of the CDC include: Mayor Larry Delgado (Chair), Angie Baca, Mike Baca, Steven Brugger, Jaime Estremera-Fitzgerald, Francisco Rivera, and Annette Thompson-Martinez.

3. The Human Services Committee

Serving in a similar capacity as the Affordable Housing Roundtable, the Human Services Committee is made up of members appointed by the Mayor, with the approval of the City Council. The seven members of the Committee represent and speak on behalf of issues concerning the health, safety and welfare of young adults, families, and elderly populations. Once the Committee has identified health and human services needs in the community, it makes recommendations to the Governing body regarding legislation, funding recommendations, policies and programs, determining priorities for program development, and advocating in the community on behalf of related issues.

4. The Santa Fe Arts Commission (SFAC)

The SFAC is an agency within the Community Services Department of the City of Santa Fe and provides leadership by and for city government in supporting arts and cultural affairs. The SFAC also recommends programs and policies that develop, sustain, and promote artistic excellence in the community. Through its work, the SFAC nurtures and supports Santa Fe's unparalleled artistic heritage. The Commission recommends to the Governing body funding for the public production of arts and cultural events in the average amount of \$1 million in funding for nonprofit arts organizations per year.

III. ROLE OF LEAD AGENCY

The Community Development Division provides a continuum of services to improve the quality of life of the citizens of Santa Fe. This is done by a provision of grant funding, technical assistance, and general community planning activities in the areas of affordable housing, art, economic development, health and human services, children and youth programs. Grants are solicited from the General Fund, Community Development Block Grant, private foundations, and other State and Federal pass-through moneys.

On a regular basis, staff from the Community Development Division consults with various State, County and other governmental agencies to address issues that transcend jurisdictional boundaries. Staff representation to the Affordable Housing Roundtable, the Community Development Commission, the Economic Development Alliance, the Human Services Committee, the Mayor's Committee on the Concerns of Persons with Disabilities, the Arts Commission, and the Children and Youth Commission are from the City's Community Development Division. The Division facilitates ongoing collaboration among the various participating agencies and staff meets regularly to discuss issues of common interest and interact daily to coordinate complementing and competing efforts.

CITIZEN PARTICIPATION PLAN

I. PARTICIPATION

The objective of the Citizen Participation Plan is to ensure that low- and moderate-income Santa Fe residents have an opportunity to comment on pertinent community development and human services issues. Citizens are encouraged to participate in the planning and preparation of the *Consolidated Plan*, including amendments to the Plan and subsequent performance reports. Additional efforts are underway to reach out to low-income residents, public housing residents, consumers of supportive services, and persons with disabilities.

Historically, the public involvement process in Santa Fe has relied on information gathered from community surveys. A *Community Needs* report was created in 1990, based on the results of a community survey in which respondents were asked to identify their concerns. The City's lack of affordable housing was identified as the greatest challenge facing Santa Fe's service providers. In 1994, the City surveyed residents during the preparation of the *General Plan* update. Of all issues raised to citizens, the topic of greatest concern was Santa Fe's lack of affordable housing.

In December of 1999, staff inserted a detailed survey (also translated into Spanish) into the monthly billing to all customers of the City's sewer service. The survey was designed to build on the previous surveys and elicit citizen feedback regarding housing, economic development, human services, homelessness, and other community livability issues. As an insert, the survey reached approximately 20,000 Santa Fe households throughout the city. Data gathered from the survey were compiled and integrated into the goals, policies and objectives of the *Consolidated Plan* which were then presented to the public in subsequent public hearings for additional comment. In addition, various media including local newspapers, radio stations and other public outreach mediums carried public service announcements and other notices about the progress of the Plan, giving affected citizens ongoing opportunities to access the planning process.

In December of 2002, the survey instrument was updated and converted into an electronic format. Paper copies were distributed at several public meetings, through churches, at community events, to all library patrons, and given to client lists at Santa Fe Community Housing Trust and Neighborhood Housing Services. The electronic version was posted on the City's website and emailed to the employee list serves at the City and County governments of Santa Fe, several community groups and to the contact list of the Santa Fe Chamber of Commerce. The survey was also accessible through: www.learning-anytime/santafe.com. A community announcement was run for three consecutive weeks in the *Santa Fe Reporter* during March of 2003, advertising the survey and how to access it.

Staff used the information gathered from both surveys and subsequent public participation activities to ensure that the policies and programs supported by the City of Santa Fe relate to HUD's statutory goals of providing decent housing, providing a suitable living environment, and expanding economic opportunity. As a result of a comprehensive public participation process, Santa Fe's *Consolidated Plan* will be more effective at meeting community development needs, improving accountability and maximizing existing resources.

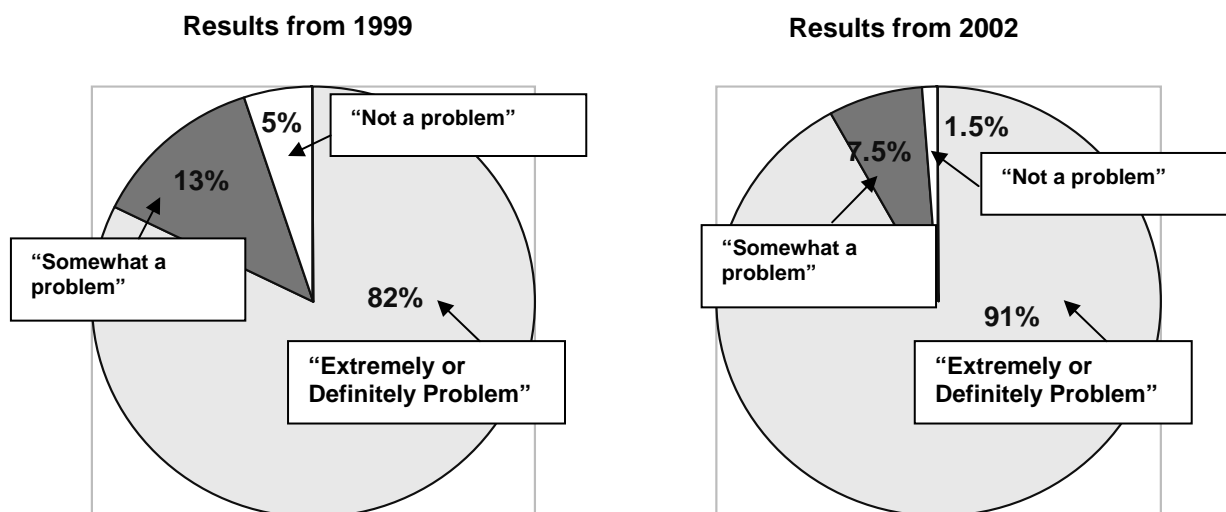
A) Results from public surveys

The surveys focused on several aspects related to affordable housing, public facilities and services, homeless services and economic development. In particular, questions were designed to elicit feedback regarding several policy and procedural options. Also, citizens were asked to rate the importance of several public services currently provided by the City. (See Appendix A for complete survey reports.)

1. "Is the Lack of Affordable Housing in Santa Fe a Problem?"

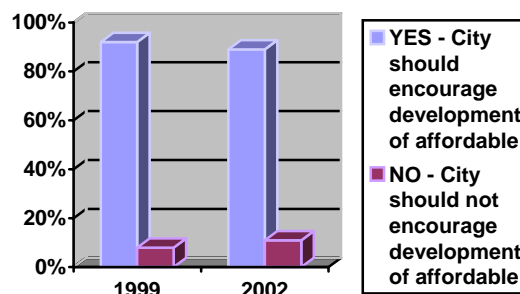
Consistent with previous surveys, citizens were concerned about Santa Fe's lack of affordably priced housing, regardless of demographic and income levels. More than four-fifths of respondents to the 1999 survey feel that the lack of affordable housing is either *definitely* (40%) or *extremely* (43%) a problem in Santa Fe. Respondents to the

2002 survey were similarly concerned about the lack of affordable housing with 36% citing it as a *definite* problem; and 55% finding it an *extreme* problem.



Four-fifths of respondents to both surveys named low household income and high real estate market values as the greatest obstacles to affordable housing. In 1999, over one-third (36%) of respondents felt that construction costs are a major obstacle to affordable housing, as did 38% in 2002. Other obstacles named include: no down payments (16% in 1999 and 23% in 2002), unavailability of building lots (14% in 1999 and 23% in 2002), limited financing (14% in 1999 and 21% in 2002), too many government regulations (13% in 1999 and 14% in 2002), and bad credit (7% in 1999 and 15% in 2002). A category that was added in the 2002 survey was water availability, to which 28% identified as an obstacle to affordable housing.

The vast majority (92% in 1999 and 89% in 2002) of respondents feel the City should encourage development of affordably priced housing. Respondents were given a list of activities or programs that the City could expand or establish and asked which they feel should be pursued. The plurality (45% in 1999 and 42% in 2002) of respondents feel the City should expand or create programs that provide access to loans and financing. For example, (38% in 1999 and



29 % in 2002) of respondents believe there should be widespread citizen representation in land use decisions, (33% in 1999 and 35% in 2002) feel there should be more home buyer counseling and (32% in 1999 and 39% in 2002) feel there should be increased residential densities to lower the costs of homes. Other frequently cited activities include: annexation to increase land availability (29% in 1999 and 34% in 2002), improve infrastructure (28% in 1999 and 37% in 2002) and streamline the approval/permitting process (25% in 1999 and 26% in 2002).

2. “Shelter the Homeless”

The survey asked respondents to identify whether they knew of homeless people living in their neighborhoods and to choose several options for potential program approaches for addressing the need of homeless people.

Forty percent of respondents in 2002 say there are homeless individuals or families in need living near or in their neighborhood. About two-thirds (71% in 1999 and 58% in 2002) of respondents feel the City of Santa Fe should expand homeless shelters/facilities to address the needs of the homeless, while half (54% in 1999 and 46% in 2002) feel there should be increased counseling and other human services. One-fifth (22% in 1999 and 32% in 2002) feel that the City should establish group homes in existing neighborhoods.

Suggestions on How City Should Address the Needs of the Homeless

	1999	2002
♦ <i>Expand homeless shelters and facilities</i>	71%	58%
♦ <i>Increase counseling and other human services</i>	54%	46%
♦ <i>Establish group homes in existing areas</i>	22%*	32%*

*The sum of the percentage exceeds 100% due to multiple responses.

3. “City Services are Important”

Each of the services listed (Fire/Police, Libraries, Public Transportation, Parks/Open Space, Community Centers) are viewed as being at least *somewhat important*, though public safety is rated as the most important service overall, as the vast majority (91% in 1999 and 83% in 2002) indicate fire and police services are *very important*. Three-in-four respondents feel libraries are *very important* and (23% in 1999 and 28% in 2002)

say libraries are *somewhat important*. Over two-thirds (73% in 1999 and 66% in 2002) of respondents say public transportation is *very important* and (23% in 1999 and 26% in 2002) say this is *somewhat important*. A majority of respondents (70% in 1999 and 57% in 2002) feel parks and open spaces are *very important*, with another (27% in 1999 and 33% in 2002) saying these are *somewhat important*. Finally, the vast majority of respondents feel community centers are either *very important* (52% in 1999 and 49% in 2002) or *somewhat important* (42% in 1999 and 39% in 2002).

4. “We Care About Social Programs and other Services”

When asked to rate the importance of various human services, each of the programs listed was rated as being *very important* by at least two-thirds of respondents. Nearly four-fifths (78% in both surveys) of respondents feel youth programs are *very important* and (19% in both surveys) feel these are *somewhat important*. Just over three-quarters (77% in 1999 and 71 % in 2002) feel assistance for elderly persons is *very important* and (21% in both 1999 and 2002) say it is *somewhat important*. Child care programs (72%), family/violence counseling (71%) and assistance for disabled persons are each perceived in both surveys to be *very important* services by just under three-quarters of respondents, while approximately one-quarter feel each of these services are *somewhat important*. Two-thirds of respondents to both surveys feel substance abuse programs (65%) and mental health services (63%) are *very important* human services.

5. “Job Training for Santa Fe Residents”

This section of the survey asked respondents to consider several services currently being provided by the City and to rate their importance. Once again, respondents expressed the high importance of most of the options given on the survey. Choices regarding economic development were also considered important.

Seven-in-ten respondents in 1999 and six-in-ten respondents in 2001 feel job referral/training services are very important to economic development in the area while (26% in 1999 and 25% in 2002) feel that there are somewhat important. Approximately half (48% in 1999 and 43% in 2002) feel tax incentives are very important to economic development and another 40% feel this is somewhat important. Business loans are

perceived to be very important to economic development by 39% in 1999 and 37% in 2002 of respondents, while 49% in 1999 and 47% in 2002 feel this is at least somewhat important. Thirty-five percent feel business consulting and information services are very important and 51% in 1999 and 48% in 2002 view this as somewhat important. Finally, the majority of respondents believe the availability of commercially zoned land is either somewhat important (52% in 1999 and 46% in 2002) or very important (30% in 1999 and 28% in 2002) to economic development.

II. CONSULTATION/COORDINATION

A) Interviews with Service Organizations

Staff from the Community Development Division completed seventeen interviews with several organizations and agencies located in Santa Fe. All of the organizations are community-based and strong advocates for their respective clients and consumers. Some of the organizations receive funding from the City. Others are active participants in various collaborative efforts among the different service providers. Many provide services that go beyond the city's jurisdictional boundaries.

Interviewees included members of the Affordable Housing Roundtable, the Economic Development Alliance, the Human Services Committee and the Children and Youth Commission. Importantly, the agencies and organizations that were interviewed speak on behalf of the consumers utilizing their services. In this way, the interview process allowed Santa Fe citizens to access and understand funding decisions and other policy making processes. Interviewees included the following organizations and agencies:

- ACCION
- City of Santa Fe, Senior Services
- Life Link/La Luz
- Mayor's Committee on Concerns of Persons with Disabilities
- Neighborhood Housing Services
- New Mexico Farmers' Marketing Association
- North Central New Mexico Economic Development District
- Salvation Army
- Santa Fe Cares
- Santa Fe Civic Housing Authority
- Santa Fe County Housing Authority
- Santa Fe Community Housing Trust
- SCORE
- St. Elizabeth Shelter
- The Enterprise Foundation
- Tierra Contenta Corporation
- WESST Corporation
- TRADE
- Youth Shelters and Family Service

Interviewees responded to questions relating to housing for the homeless, elderly and populations in need of special assistance and additional questions surrounding health and social services, economic development, infrastructure development and other non-housing topics. Information collected from the interviews is incorporated into the *Consolidated Plan's* priority needs and objectives. (See Appendix B.)

B) Consultation with the Santa Fe Civic and County Housing Authorities

The City worked in conjunction with staff from the Civic Housing Authority to assess low-income housing needs. Informal consultation occurred throughout the development of the *Consolidated Plan* regarding the Authority's *Comprehensive Grant*. This helped to ensure consistency with the goals and priorities for the *Consolidated Plan* and the provision of services for public housing residents. Meetings were attended by staff from the Housing Authority and from the Community Development Division on the following dates:

- **January 15, 2003**
- **January 31, 2003**
- **February 27, 2003**

Also, City staff interviewed the Director of Planning at the Santa Fe Civic Housing Authority in detail regarding inventory and physical condition of public housing units, income and other demographic information of residents. The interview elicited information regarding program and management objectives of the Housing Authority and the extent to which they encourage homeownership opportunities for low- and moderate- income citizens.

The City will continue its efforts to include the County Housing Authority in the implementation of future housing policies. At this time, the County has successfully rehabilitated and converted several public housing units into owner-occupied units. A resolution was passed in late 2002 and early 2003 by the City Council and County Commission, respectively, which outlines a regional planning process for developing an affordable housing strategy. The resolution will be considered for approval on April 2, 2003 by the Regional Planning Authority.

C) Consultation with the Members of the Affordable Housing Roundtable

Also, as part of consulting with relevant community agencies, staff from the City and the Enterprise Foundation discussed funding and program issues relating to the *Consolidated Plan* during meetings of the Affordable Housing Roundtable. Affordable Housing Roundtable meetings that included discussion about the *Consolidated Plan* were held on the following dates:

- **November 1, 2002**
- **January 10, 2003**
- **February 7, 2003**
- **March 7, 2003**

III. PUBLICATION OF MATERIALS

The City of Santa Fe published the *Consolidated Plan* including information regarding the amount of assistance that participating agencies expect to receive and a description of the range of activities that may be supported. The estimated amount of funding that will benefit citizens of low and moderate income is clearly identified. The Plan in its entirety is available at the public libraries, the Genoveva Chavez Community Center, and upon request through the City of Santa Fe Community Development Division.

A) Distribution of the Summary

A summary of the Plan, including the results from the Citizen Participation Plan, was distributed through several means. Emphasis was placed on detailing the results of the public survey and describing how citizens can access the *Consolidated Plan* and participate in further public hearings. Other methods of distribution included:

- Making available copies of the summary at the Public Library and by request through the Community Development Division;
- Linking the Plan to the City of Santa Fe website;
- Distributing copies of the Plan to selected stakeholder agencies.

IV. PUBLIC HEARINGS

Throughout the preparation of the *Consolidated Plan*, public hearings and meetings provided opportunities for maximum public input. Several meetings of the Community

Development Commission were held for the purposes of addressing Santa Fe's housing and community development needs. City staff provided information regarding the City's ongoing public participation activities to members of the Commission on a regular basis. Over the course of several months, citizens had the opportunity to attend these meetings to discuss the development of proposed activities outlined in the *Consolidated Plan*. Public meetings that addressed the *Consolidated Plan* were held on the following dates:

- **October 26, 2002**
- **December 13, 2002**
- **January 28, 2003**
- **February 25, 2000**
- **March 25, 2003**
- **April 29, 2003**

In addition, three public hearings were held to present the *Consolidated Plan*, the third of which took place after a 50-day comment period. All hearings were held during evening hours in downtown Santa Fe, within easy walking distance of a central bus stop. The meeting rooms are accessible to persons with disabilities and accommodations for the hearing impaired are available. The City provides Spanish translators upon request. Hearing dates were as follows:

- **April 14, 2003**
- **May 5, 2003**
- **May 14, 2003**

The final public hearing on May 14, 2003 was televised on the local public access channel. Minutes from the hearings are provided in Appendix C.

V. PUBLIC NOTICE

The primary objective of the Citizen Participation Plan is to maximize citizen involvement. Throughout the process, the City provided adequate advanced notice regarding the times and dates of public meetings and hearings. In addition, all notices were designed to elicit citizen input by providing detailed information regarding the content of the meeting. Most importantly, all public notices outlined various options

through which citizens could participate, including attending public meetings, testifying at public meetings, submitting written comment to the Community Development Division, and discussing proposed activities with community based service providers and neighborhood groups. Notice was given through the following:

- Publishing notice of meetings and hearings in local newspapers, including the *Santa Fe New Mexican*, *Journal North*, and *The Santa Fe Reporter*;
- Conducting interviews with reporters;
- Linking a schedule of meetings and hearings that concern the *Consolidated Plan* on the city's website.

City staff conducted a public relations campaign to disseminate information through press releases and other contact with local press regarding the results of the public survey. Any such contact contained reference to the dates and times of public meetings and hearings and provide contact information for submitting comments to City staff. (See Appendix D.)

VI. CITIZEN COMMENT

All comments received from affected citizens, other public, private and non-profit agencies and other interested parties were considered before the final *Consolidated Plan*, any amendments or performance reports were submitted to the Department of Housing and Urban Development. Staff processes all comments in a three-step process by 1) identifying the issue; 2) documenting the complaint; and, 3) describing the action taken by the City in response to the comment.

The 50-day comment period for the final draft of the *Consolidated Plan* lasted from **March 28, 2003 through May 14, 2003**. No comments were received during this time. Any comments received at the final public hearing on May 14, 2003 can be found on Appendix C.

VII. AMENDMENT PROCESS

The criteria for determining an amendment to the *Consolidated Plan* relates to how a proposed activity upholds HUD's statutory goals of providing decent housing, a suitable living environment and expanded economic opportunities to persons of low and moderate income. Any proposed amendment to the *Consolidated Plan* must be considered when the jurisdiction:

- Decides to change allocation priorities or its method of distributing HUD funds;
- Uses entitlement funds for an activity not originally proposed in the Plan; and,
- Changes the purpose, scope and beneficiaries of an activity.

Substantial amendments to the *Consolidated Plan*, (over \$20,000), require a formal citizen participation process, as per HUD's Consolidated Plan regulations, § 91.105 which states that a citizen participation plan is required unless a plan that complies with § 104(a)(3) of the Housing and Community Development Act of 1974 has previously been adopted. The plan is then reviewed by the Community Development Commission. A 30-day comment period between the proposal of the amendment and implementation into the *Annual Action Plan*. Citizens are given reasonable notice of public meetings and opportunity to comment. Any comments from citizens must be considered and any summary of these views and rationale why or why not they are accepted attached to amendment. The Community Development Commission periodically recommends proposals to the City Council to address changes in the City's community development needs and objectives and CDBG administrative activities.

VIII. ACCESS TO RECORDS/AVAILABILITY TO PUBLIC

As adopted, the *Consolidated Plan* is available to interested citizens and organizations, including being accessible to Spanish speakers and people with special needs. The City will provide reasonable and timely access to copies of the Plan, any amendments, and performance reports. In addition, a complete file of citizen comments and summary will be available to the public at the Community Development Division.

IX. TECHNICAL ASSISTANCE

The City's Community Development Division provides technical assistance to groups representing citizens of low and moderate income that seek to develop proposals for funding assistance. Once staff assesses whether the applicant's activities are covered by the *Consolidated Plan*, the applicant is encouraged to work in collaboration with existing agencies in the community.

X. COMPLAINT PROCESS

All published materials related to the *Consolidated Plan* include the names and contact information for the appropriate staff liaison. The City's Community Development Division addresses all inquiries, grievances and complaints from the public in a reasonable and timely way. In the event that the complaint is not satisfactorily resolved, the issue will be deferred to a public meeting and heard by the Community Development Commission. The City will provide a substantive written response to every written citizen complaint within 15 working days.

XI. ANTI-DISPLACEMENT

The goals and objectives of Santa Fe's *Consolidated Plan* are specifically designed to minimize or eliminate the displacement of any low-income persons by supporting activities and programs that increase housing and job opportunities and prevent the gentrification of existing neighborhoods.